



STATE OF TENNESSEE

MIDDLE TENNESSEE MENTAL HEALTH INSTITUTE

221 Stewarts Ferry Pike
Nashville, TN 37214

SPECIFICATIONS

This contract is to provide grounds maintenance services for the **Central State Cemetery Property**, located at 1501 Murfreesboro Pike, Nashville, TN, 37217.

Contractor will provide ground maintenance services such as mowing, mechanical trimming (hand trimming or weed eating), etcetera as described in the contract specifications.

The Contractor shall use extreme care to not damage State property as well as gravestones and markers, trees, plants, and other flora and fauna.

Steve Blair, General Services Director (or designee), henceforth, the Agency Authority, shall determine cycle frequency and negotiate with the Contractor a suitable service schedule.

AGENCY POINT OF CONTACT:

Steve Blair, General Services Director
Middle Tennessee Mental Health Institute
221 Stewarts Ferry Pike
Nashville, TN 37214
Telephone Number: 615.902.7652
Steve.Blair@tn.gov

Contract Administrator:

Lisa Hudson, General Services Assistant Director
Middle Tennessee Mental Health Institute
221 Stewarts Ferry Pike
Nashville, TN 37214
Telephone Number: 615.902.7525
Lisa.Hudson@tn.gov

1. General Contract Information

- 1.1. The individual services provided in this contract require variable scheduling and frequency of performance. Schedules may be established for seasonal tasks during growing periods.
- 1.2. The Agency will notify the Contractor when service is required and is expected within four (4) days or as agreed from the time of notification, weather permitting.
- 1.3. The Contractor shall perform the services as described and specified, at the frequency and intervals as specified or requested.
- 1.4. The Agency Authority may request that the Contractor contact General Services office during regular business hours to receive special instruction or review service performance.
 - 1.4.1. Regular business hours are Monday through Friday 8:00 a.m. – 4:30 p.m., excluding State holidays. Holidays to be discussed with Agency point of contact during scheduling.

2. Charge Schedule

- 2.1. Unit charge rate (cycle) will be inclusive of all expenses including but not limited to personnel, personnel supervision, labor, travel cost, vehicles, equipment, tools, fuel, trip charge, chemicals, materials, and supplies. (No additional cost or surcharge will be levied or paid).
- 2.2. A service cycle must be completed to the satisfaction of the Agency Authority prior to submission of an invoice for payment or the start of another cycle.
- 2.3. Upon completion of a service, the Agency Authority may inspect work and notify the Contractor of any discrepancies in specification compliance.
 - 2.3.1. Discrepancies must be corrected within twenty-four (24) hours after notification to the Contractor by the Agency, unless weather conditions prohibit, or otherwise agreed upon by the Agency Authority before payment will be made.

3. Contractor's Personnel and Equipment

- 3.1. The Contractor must have sufficient personnel and equipment to complete each specified task in a reasonable amount of time. This time completion specification shall be decided and communicated to the Contractor by the Agency Authority.
 - 3.1.1. The reasonable amount of time specification will take into consideration the task, the amount of work to be performed, and weather conditions.
- 3.2. All equipment used in the performance of this contract must be safe and in good working order.
 - 3.2.1. Equipment used must have all safety features and accessories, where applicable, as required by existing Occupational Safety and Health Administration (OSHA) regulations and/or law.
 - 3.2.2. All rotary-type mowers will be equipped with skirt guards that restrict foreign objects from being thrown from the cutting unit enclosure.
- 3.3. Tractors if required in the performance of service and where approved to be used shall be equipped to conform to prevailing Occupational Safety and Health Act Standards (OSHA).

3.4. The Contractor shall always emphasize safety.

3.4.1. The Contractor shall provide for their employee's safety and accept responsibility for personal injury if incurred during the performance of the contracted services.

4. Contractor Certification, Permits, Background Screenings

4.1. The Contractor shall hold current, all other required certifications, licenses and/or permits necessary to perform the tasks of the contract and shall be required to furnish copies to the State upon request.

4.2. The Contractor shall incorporate hiring practices that screens employees scheduled to work on State properties. Screening shall include but may not be limited to criminal background checks and drug screening, as well as verifying an individual's work authorization as required by the State.

4.2.1. At the State's request, the Contractor shall be required to provide proof of employee screening practices.

4.3. The Contractor shall have a thorough knowledge of grounds maintenance to include but not be limited to:

4.3.1. Land and ground conditions as applied to providing proper mowing and other maintenance tasks

4.3.2. Proper use of various mowing equipment, tools, use of materials, and other products required for grounds maintenance.

5. Mowing And Grounds Maintenance

5.1 **The Central State Cemetery Property** is an estimated five (5) acres.

5.2. The Contractor shall maintain and mow all areas and properties as identified by the Agency Authority for each cycle.

5.3 Mowing service is seasonal and will be performed as needed during the entire growing season.

5.3.1 Seasonal mowing will be provided every week on a designated day(s).

5.3.2. The Agency Authority may cancel or change the mowing schedule according to Agency needs, and/or grass condition.

5.3.3. Inability to provide service on the designated day due to weather conditions is anticipated. In the event this occurs, an alternative day will be agreed upon.

5.3.4. Prior to and after the scheduled seasonal mowing, the Agency may obtain mowing service on an as needed basis.

5.3.5. As needed mowing service shall be performed within four (4) days from notification to the Contractor by the Agency Authority.

5.3.6. When an interruption in the seasonal mowing schedule is necessary, the Agency Authority will notify the Contractor two (2) days prior to the scheduled day. This schedule exception will generally be due to slow growth rate during summer or autumn when grass does not require weekly mowing.

- 5.4 The Agency Authority may establish a cycle schedule with the Contractor. The schedule will be mutually agreed upon concerning frequency and the service performance day(s).
- 5.5. The finished height of mowing shall be no less than 2 1/2 inches and no more than 3 1/2 inches.
- 5.6. Mowing will not be permitted when wet ground conditions cause wheel rutting, abnormal surface or turf damage, or excessive grass clumping.
- 5.7. Mowing shall be as close as possible to all fixed objects such as tree lines and fixed objects.
- 5.8. Mechanical weed trimming (hand trimming or weed eating) is required along buildings, driveways, parking lots, walkways, fencing, and around fixed objects to remove vegetation overgrowth.
 - 5.8.1. Mechanical weed trimming is required in any area where mowers cannot accomplish removal of vegetation overgrowth, i.e., ditch lines, rock areas, etc.
- 5.9. All roadway curbs will be edged to remove vegetation overgrowth.